

SECRET

28 JUL 1964

MONETARY DIVISION OPERATING PROCEDURE NUMBER 31

SUBJECT: Operation of Teletype System

1. The following procedure sets forth a unified method of addressing and logging messages:

a. All messages will be headed by date, time, and message number. Message numbers will be numbered and logged by S.1 (South Building to Langley-Message No. 1); L.1 (Langley to South Building-Message No. 1). The message number will be in numerical sequence for each day of operations.

b. The second line of the message will reflect the addressee and sender by name, per attachment.

c. A log will be maintained in the teletype room and each message logged as sent and/or received by number, addressee, and sender.

2. Each terminal will maintain a chrono of all incoming and outgoing messages by date and numerical sequence. The chrono copies will be maintained in the Office of the Chief, Monetary and Deputy Custodian's Office, Langley.

3. The addressee will be notified by phone and time of notification noted on chrono.



Chief, Monetary Division

Attachment

CONFIDENTIAL

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